

Radiation Protection Competency 3.3

Competency 3.3 Radiation protection personnel shall demonstrate a familiarity level knowledge of effective negotiation skills.

1. Supporting Knowledge and Skills

- a. Discuss the essential elements of effective negotiation.
- b. Participate in negotiation activities with peers, Department management, and contractor personnel.

2. Exercises (Corresponding to the Intent of the Above Competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Review DOE-G-3710.1A, *Labor-Management Relations Program for Federal Employees*, Chapter III, Negotiations.

Review FAR 15, *Contracting By Negotiation*.

Review DEAR 915, *Contracting By Negotiation*.

Review DOE course book, *Contract Negotiation Techniques*.

Review DOE Acquisition Letter 94-4.

NOTE: The book on negotiations used by the author was "Purchasing and Materials" Lawson and Fearson, Irwin, Inc. Any book on negotiation will include the same or similar information.

EXERCISE 3.3-A Discuss the essential elements of effective negotiation.

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EXERCISE 3.3-B Participate in negotiation activities with peers, Department management, and contractor personnel.

3. Summary

Both traditional and interest-based bargaining are acceptable styles of bargaining. Interest-based bargaining as a formal procedure is relatively new and requires a joint commitment from both parties to formally adopt the interest-based procedures. Traditional bargaining practitioners have successfully utilized interest-based bargaining techniques within the context of traditional bargaining procedures for years, and are encouraged to do so. Whatever style of bargaining that you use, the end point of the bargaining or negotiation session is to come to agreement on the points needed to accomplish the job in a timely, cost-efficient manner.

4. Exercise Solutions

EXERCISE 3.3-A Discuss the essential elements of effective negotiation.

ANSWER 3.3-A The essential elements of effective negotiation are:

- Prenegotiation planning
- Negotiation
- Record-keeping
- Wrap up on points of agreement

EXERCISE 3.3-B Participate in negotiation activities with peers, Department management, and contractor personnel.

ANSWER 3.3-B See your supervisor for an assignment to participate in a negotiation.